

JOB DESCRIPTION

JOB DETAILS	
Job Title	CT Superintendent Lead Radiographer
Reports to	Head of Radiology/Principal Radiographer
Band	Band 7
Department/Directorate	Clinical Support and Specialist Services (CS & SS)

JOB PURPOSE
<p>To maintain a high quality, efficient, cost effective CT service through effective management of staff and facilities, and innovative use of available resources.</p> <p>To actively contribute to the delivery of an efficient, effective, highly skilled patient-focussed service within the Diagnostic Imaging Department and to provide specialist advice and practical assistance to staff</p> <p>The post-holder will be responsible for the radiographic and managerial leadership of the staff working within CT in the Radiology Department. He/she will have a close working relationship with staff across a variety of professional boundaries, providing advice and guidance throughout the Trust on all aspects relating to cross sectional imaging procedures.</p> <p>The post holder will be responsible for providing staff with appropriate training and knowledge to fulfil the requirements of the service, supervising junior staff, students and apprentices and ensuring staff competencies are maintained.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To provide clinical and managerial leadership to the CT Team General line management functions including recruitment, staff appraisal, competency assessments and management of sickness absence and leave entitlement To work as a member of the cross-sectional imaging team to provide an efficient, high quality specialised service and to supervise other radiographic staff and students performing such work. To work to high levels of specialist expertise in cross sectional imaging, demonstrating the practical application of professional skills that are underpinned by a robust theoretical knowledge. To initiate and introduce policy and service development in the field of CT Contribute to the budget management of the overall imaging service using resources effectively Support the Head of Radiology and the Principal Radiographer in service development and performance management Deputise, when necessary, for the Principal Radiographer and work closely with the rest of the modality and team leads in the department Ensure all guidelines, policies and procedures are adhered to in the CT department and are current and up to date in line with legislative guidance.

- Act as a Radiation protection supervisor for the CT area to ensure all statutory guidance such as IRMER and IRR are followed and incidents reported appropriately.
- Actively participate in management procedures within the radiology department ensuring attendance at Radiology Management Group meetings and providing data and feedback to the group as requested.
- Actively participate in governance procedures in the radiology department ensuring compliance within their team and environment as well as attendance at quarterly meetings and reporting to the Radiology Governance Group as necessary.
- To bring to the attention of the Head of Radiology any equipment malfunctions or faults that will materially affect the service offered by the Department, and implement procedures that will minimise disruption caused by such faults
- To be responsible for the correct care and use of equipment and resources generally throughout the department, but with particular emphasis on the specialist equipment used in cross sectional imaging

KEY WORKING RELATIONSHIPS

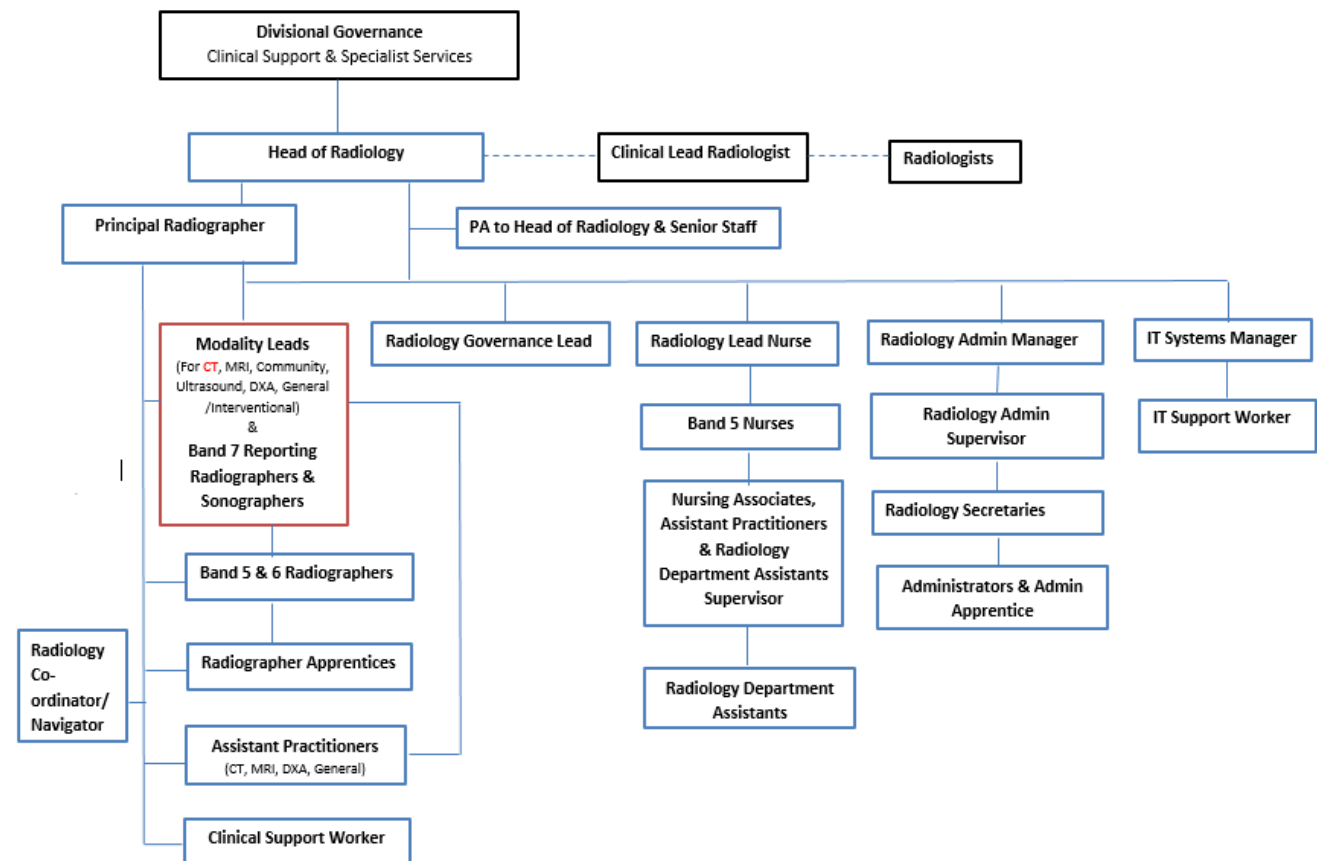
Areas of Responsibility: To be responsible for the CT department; this comprises of two Siemens X-Cite CT Scanners (one with radiotherapy planning applications) with a back to back single control room.

No. of Staff reporting to this role: 7 radiographers and 3 assistant practitioners

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Head of Radiology • Principal Radiographer • Modality and Team leads • CT Radiographers & General Radiographers rotating through CT • CT Assistant Practitioners • Consultant Radiologists • Radiology Governance Lead • Radiology Nursing Lead and Team • Admin/Appointments Team • PA to Head of Radiology & Senior Staff Team • Medical staff • Colleagues in Imaging and Medical Physics at the Royal Devon and Exeter Hospital • Other service managers and department Leads 	<ul style="list-style-type: none"> • Engineers from external suppliers • Independent sector providers • ICS/Primary care

ORGANISATIONAL CHART



FREEDOM TO ACT

- To provide a managerial and professional clinical lead in the CT service of the Radiology Department, ensuring that workload is delivered efficiently and effectively
- To liaise with the Head of Radiology on all radiographic matters, Consultant Radiologists on clinical matters and Radiology Administration Manager on clerical, secretarial matters
- Propose, develop and implement changes to working practice to improve patient care and service delivery utilising best practise and research evidence to best effect
- To monitor and supervise the day-to-day duties and deployment of CT Radiographers, assistants and portering staff within the Department, ensuring best use of resources whilst delivering a high standard of service
- To Liaise with Liaison Radiographer to ensure staffing levels across the radiology department and CT unit are optimum and ensure adequate staffing levels are maintained on a day to day basis
- To prepare and maintain staff rotas and records, and to assist generally in the overall managerial duties of the Medical Imaging Department as a whole
- To support and assist more junior members of the radiographic staff and students in their duties, and to cascade the necessary information and training on all matters associated with CT
- To improve patient care and clinical diagnostic outcomes by, in conjunction with the Head of Radiology, Principal Radiographer, Consultant Radiologists and other Directorate clinical leads, the initiation and promotion of changes in working practices and protocols deemed to be appropriate following revised "best practice" guidelines and clinical audit findings
- To manage the annual leave processes and sickness procedures for CT staff, being a named signatory for the authorisation of time-sheets, overtime and on-call claims

- To be an initial point of contact for patients, relatives and other staff to report incidents or complaints and to assist in the investigation of Datix reports
- To provide a source of professional and clinical expertise, and practical assistance (clinical and non-clinical) to multi-disciplinary team members, adapting techniques and CT imaging according to circumstances and clinical requirements
- Be responsible for managing the daily running of the CT department and training up Senior staff to deputise during absences
- Handle incidents and first line complaints relating to CT services and complete the necessary paperwork in line with Trust policy
- To review and authorise, in accordance with departmental protocols, CT requests using the highest degree of professional and clinical decision-making skills
- Be able to work independently and have a flexible approach to duties

COMMUNICATION/RELATIONSHIP SKILLS

- Must be able to liaise, collaborate and negotiate safely, effectively and sensitively in a professional manner with multi-disciplinary staff of all grades within acute and primary healthcare settings, patients and their carers, and share condition related information to patients e.g. those with cancer or learning disabilities
- Must possess excellent written, verbal and non-verbal presentation skills
- Will actively engage in the Clinical Supervision process and lead improvements in group/team dynamics to ensure co-operative team working
- Ensure that patient confidentiality is maintained by self and staff at all times and work in accordance with ethical and legal policies
- Must possess excellent listening and empathic skills and develop counselling skills as appropriate
- To be able to provide reassurance and overcome patient concerns and barriers of understanding in order to obtain the level of co-operation required to achieve a successful outcome to scanning procedures
- Encourage health promotion
- To communicate in a concise and appropriate manner complex information regarding cross sectional scanning procedures to patients and relatives, as well as other hospital staff
- Use a range of information to safely and effectively assess patients for a particular CT examination
- To attend and participate in Departmental meetings and policy groups, and to represent and promote the Department throughout the Trust, as appropriate
- To liaise with X-ray Engineering and Physics staff regarding the availability of equipment for repair and planned maintenance / QA inspections.
- To ensure that the Head of Radiology and Principal Radiographer is made aware of any matter which does or has the potential to affect the provision of the cross-sectional imaging service.
- Should be able to give radiographic and CT advice to a wide range of healthcare professionals

ANALYTICAL/JUDGEMENTAL SKILLS

- Able to conduct a wide range of CT examinations upon a wide range of patient types in a manner that meets professional, departmental and legal standards and requirements at all times
- To make judgements involving a range of complex facts or situations which require analysis or comparison of a range of options
- To assist in the production and monitoring of routine monthly waiting lists for all CT imaging
- Possess an awareness of quality assurance processes and systems. Be able to perform quality assurance checks on equipment and troubleshoot equipment malfunctions
- Demonstrate personal integrity and take accountability for actions of self and others
- Actively participate in audit activity within the department and help to implement changes as identified
- Be aware of the importance of other diagnostic investigations and make recommendations for assessment/referral where necessary

- Monitor and Analyse doses in the CT department and ensure anomalies are raised with medical physics and incidents reported

PLANNING/ORGANISATIONAL SKILLS

- Under the overall guidance of the Specialist Services Division and the Head of Radiology, to ensure that an effective and efficient service for CT imaging is provided to the Trust on a day to day basis, and to ensure that high clinical and professional standards are maintained within the area of responsibility
- Keep abreast of developments within department, organisation and wider healthcare community and apply to CT service where applicable
- Be responsible for stock management and control, electronic ordering and receipting in the CT unit
- Participate in flexible working arrangements if it has been identified that these are necessary to meet the needs of the CT service
- Plan the additional training of rotational radiographers and ensure liaison with the on-call rotas to ensure CT trained staff are available to cover the service
- To assist in the production and monitoring of routine monthly waiting lists for all CT imaging and report to the Radiology Management Group on a monthly basis

PATIENT/CLIENT CARE

- Responsible for the delivery of the CT service providing advice and guidance throughout the Trust on all aspects relating to cross sectional imaging procedures
- Take precautionary actions to reduce the spread of hospital acquired infections
- Maintain high standards of patient care especially with regard to patient privacy, dignity and confidentiality
- Recognise and respond sensitively, appropriately and professionally to individual patient's needs (KSF Dimensions 7,8)
- To be able to provide reassurance and overcome patient concerns and barriers of understanding in order to obtain the level of co-operation required to achieve a successful outcome to scanning procedures
- To deal with patients and their relatives in a concise, professional and appropriate manner conveying complex information regarding cross sectional scanning procedures

POLICY/SERVICE DEVELOPMENT

- Compile, regularly review and update all CT protocols and policies for the CT department at NDHT and ensure that these are in line with current evidence based national and local practice
- Actively participate in the requirements of IR(ME)R in relation to policy development and review
- Will monitor CT activity and undertake quality assurance investigations relating to CT imaging within the department
- To have input into the future planning and development of the CT service, and Radiology, service in North Devon
- Be able to work authoritatively, safely and effectively within CT and identify and inadequacies in existing protocols and guidelines. Be prepared to make contributions/proposals to discussions on the development of existing and evolving protocols and legal ethical frameworks
- Should possess developed skills in venepuncture / cannulation, CT scanning, pattern recognition and have previous experience in acute imaging service provision
- Be willing to embrace change and learn new techniques outside the current scope of practice to further enhance the role and provide additional services within the department
- Should have an identified area of special interest for development within the department that will contribute to the service provided. This might include training and development roles, participation in patient focus groups or other liaison activities

FINANCIAL/PHYSICAL RESOURCES

- Responsible for CT safety and the safe and efficient use of expensive and complex technical equipment up to the value of 1.6 million at all times; values over this should be discussed with the Head of Radiology and Principal Radiographer
- Be responsible for stock management and control, electronic ordering and receipting in the CT department
- To assist in the evaluation and procurement of new / replacement equipment

HUMAN RESOURCES

- General line management functions including recruitment, staff appraisal, competency assessments and management of sickness absence and leave entitlement
- To be responsible for recruitment of new staff to the CT team
- Be responsible for overseeing the training and training programme of new staff to the CT Department
- To take part in regular performance appraisal

INFORMATION RESOURCES

- Must be computer literate and have a good working knowledge of all Microsoft Office applications.
- Be able to record and retrieve personally generated data on RIS and PACS
- Be able to use/have a working knowledge of Q-Pulse, EPIC and other IT systems
- Maintaining Patient confidentiality at all times
- Undertake and oversee planning and administrative processes associated with CT examinations. Adhere to Trust information governance policy

RESEARCH AND DEVELOPMENT

- Participate in the departmental audit programme
- Be a contact for research and development related to CT, in line with Trust policies and procedures for research

PHYSICAL SKILLS

- Needs to possess highly developed psychomotor, including fine manipulation, skills with consistency and accuracy across a wide range of equipment and radiographic positioning techniques. Good hand, eye and sensory co-ordination necessary
- To use Radiography systems in accordance with departmental protocols ensuring patient data and images are correctly inputted and correlated.
- Be able to participate in the manual handling of patients using a range of manual handling aids and hoists as required

PHYSICAL EFFORT

- Able to exert moderate physical effort for short periods during a shift e.g. positioning and manoeuvring patients and equipment
- Walks, stands most of shift.
- Some sitting and working on Computers
- May occasionally work in lead coats, standing for long periods of time.
- Pushes and pulls equipment, beds, trolleys, or wheelchairs

MENTAL EFFORT

- Work in a pressurised environment, managing unpredictable workloads, patient and staff demands

- Able to reflect on and learn from CT research evidence and experience – actively implementing findings to practice
- To make judgements involving a range of facts or situations which require analysis or comparison of a range of options
- Able to use and make judgements involving a range of information, facts or situations to safely and effectively assess patients for particular CT examinations
- To develop CT protocols and contribute to development of Radiology and Trust protocols, policies and procedures
- Exercise professional self-regulation and regular updating within own area of practice and regularly provide supervision within the workplace
- Engagement in CPD and Lifelong Learning with a proactive approach to inter-professional learning leading by example
- Ability to use and concentrate for long periods using IT.
- Read and decipher patient information

EMOTIONAL EFFORT

- To provide, receive and negotiate complex, sensitive and/or contentious information where persuasive, motivational, negotiating, training, empathic or reassurance skills are required
- Able to recognise own and staff needs and take appropriate action when exposed to conflicting, distressing or emotional circumstances such as dealing with stressed/abusive patients and relatives
- Frequently supporting patients waiting for procedures for diagnosis and/or treatment of diseases such as cancer.
- Occasional contact with patients receiving bad news and dealing with distressed patients and relatives.
- Working with patients with mental health, learning disabilities and challenging behaviour.
- Ability to cope and deal with areas of conflict

WORKING CONDITIONS

- Working knowledge of IR(ME)R 2017 and IRR 2017, with exposure to ionising radiation
- Able to deal knowledgeably with bodily fluids (e.g. blood, urine etc), infection risks and with occasional exposure to infestations (e.g. fleas/lice), also with stressed or occasionally abusive patients and relatives
- Working in air-conditioned environment with limited access to natural light
- VDU and workstation working for considerable periods of time during scanning and imaging

OTHER RESPONSIBILITIES

Take part in regular performance appraisal

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

the post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

The post holder must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources

- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role

May be required to participate in providing an on-call service

Be in possession of a driving licence and have access to use of a car/transport or live within reasonable commuting distance of NDDH

Assist in the recruitment, retention and support of appropriately qualified radiology staff regardless of age, gender, ethnicity, sexual orientation, cultural background, religion etc

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing
- Encouraging and support staff engagement in delivery of the service
- Encouraging staff to comment on development and delivery of the service
- Ensuring during 1:1's / supervision with employees you always check how they are

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

PERSON SPECIFICATION

Job Title	CT Superintendent Lead Radiographer
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
<ul style="list-style-type: none"> BSc in Diagnostics Radiography or equivalent Current registration with the Radiographers' Board of Health Professions Council i.e. Health & Care Professions Council (HCPC) SOR or other recognised certificate in the administration of IV contrast PgCert in CT or equivalent experience 	✓ ✓ ✓ ✓	
KNOWLEDGE/SKILLS		
<ul style="list-style-type: none"> Extensive experience of CT (minimum 2 years) and broad experience of Radiography in a variety of clinical settings (minimum 5 years post qualification) Able to adapt CT procedures and techniques to support all patients undergoing MRI examinations in non-routine circumstances Extensive knowledge of CT equipment and software Proven skills in performing a wide range of examinations and procedures in CT Be aware of, and be able to implement the requirements of the IR(ME)R regulations with regard to radiation protection To demonstrate a knowledge of IT and keyboard skills, with particular reference to Medical Imaging Information Systems 	✓ ✓ ✓ ✓ ✓ ✓	
EXPERIENCE		
<ul style="list-style-type: none"> Experience of leading a multi-disciplinary team Experience of supervising radiographic and support staff and Radiographic students. Experience of running a department with dual scanners Identified CT service management capabilities Competency in venepuncture / cannulation Understanding and ability to work within multi-professional teams Presentation / teaching skills 	✓ ✓ ✓ ✓ ✓	✓
PERSONAL ATTRIBUTES		
<ul style="list-style-type: none"> Be able to work independently and have a flexible approach to duties Ability to communicate well with all grades and disciplines of staff, patients and relatives Be reflective in thinking and outlook and be available as a source of advice, coping with multiple demands during the working day 	✓ ✓ ✓	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. 	✓ ✓	

<ul style="list-style-type: none"> • Work in a pressurised environment, managing unpredictable workloads, patient and staff demands • Be in possession of a driving licence and have access to use of a car/transport or live within reasonable commuting distance of NDDH • Ability to travel to other locations as required. • Be prepared to deal with distressing and emotional situations on a daily basis, for example terminally ill or traumatised patients • To be physically able to safely and competently position and manoeuvre patients and equipment as a routine part of the daily duties, including wheelchairs, beds and stretchers 	√ √ √ √	
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WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y		O		
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y		O		
Laboratory specimens	Y		O		
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y				
Animals	/N				
Cytotoxic drugs	/N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	Y				F
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				F
Heavy manual handling (>10kg)	Y			M	
Driving	N				
Food handling	N				
Night working	Y			M	
Electrical work	N				
Physical Effort	Y				F
Mental Effort	Y				F
Emotional Effort	Y				F
Working in isolation	Y		O		
Challenging behaviour	Y		O		